

## V. ?WHO IS IN CHARGE? A Guide for Parents

### Artistic and Executive Director Cassandra Crowley

Educational Program	Classroom Issues/Concerns	Class Placement
Classroom Policies & Procedures	Behavior/Discipline	School Policies
Schedules	Class Placement	Promotions
School Productions	Casting	Canton Ballet Company
Artistic Issues	Costumes	Scenery
Web Site Development	Regional Dance America	Personnel
Alumni Relations	Outside Performances	

### Manager Deby Barath

Finance	Ticketing	Board Fundraiser
Publications	Special Events	Facility Rental
Office Personnel	Payroll Processing	Billing
Building and Grounds	Graphic Design & Layout	

### Marketing/Development Director Jeanne Coen

Press and Media Relations	Charitable Contributions	Fundraising
	Marketing and Publicity	

### Office Coordinator Cyndi Halter

Financial Aid	Payments	Admissions
Attendance	Questions, Concerns	Teacher conferences
Ticketing	Database Systems	Nutcracker Information
Electronic Mail	School Performance Information	Parent Association Liaison

## VI. Whom do you Call? A quick reference guide for parents

Absences	Notify office of your child's absence BEFORE class	Office
Billing	Questions regarding tuition and all other charges	Deby Barath
Classroom Issues	Academic, social, or emotional concerns questions or suggestions	Office schedules
Conferences		Teacher/Director **See note
School Closings	Check website, answering machine message after 6 am or WHBC radio station for school closings.	Office
Lost Items	Check lost and found in lounge or notify office if something has been lost or misplaced	Office
Outside Performances	Booking, information, scheduling	Jennifer Hayward
Contributions	In-kind or financial	Deby Barath
Fund Raising	Volunteers for annual Nutcracker Ball or other projects.	Deby Barath
Rehearsal Schedule	Questions	Office or teachers

\*\*The teacher is the first person to call with any questions related to your child's education. For unresolved issues contact the Artistic Director.